**IRB Authorization Agreement (IAA)**

**Information & Procedures**

**What is an IRB Authorization Agreement?**

It is a written document that provides a mechanism for an institution engaged in research to delegate institutional review board (IRB) review to an another IRB.

**When is an IRB Authorization Agreement used?**

These agreements are used when faculty, staff, students, residents, or fellows from an institution that is not affiliated with UTHSC wish to conduct research at UTHSC or at any of our affiliate institutions *in conjunction with* UT faculty, staff, students, residents, or fellows; or with employees of any of our affiliate institutions.

These agreements are also used when UT faculty, staff, students, residents, or fellows wish to conduct research at an institution that is not affiliated with UTHSC *in conjunction with* faculty, staff, students, residents, or fellows from an institution that is not affiliated with UTHSC.

Our affiliates are Regional One Health, Methodist Healthcare Hospitals, and Le Bonheur Children’s Hospital, and we serve as the IRB for all of these institutions.

**Note**: The UTHSC IRB maintains cooperative agreements with St. Jude Children’s Research Hospital, University of Memphis, Department of Defense, National Cancer Institute Central IRB, and National Institutes of Health. For more information about these agreements, call the IRB or consult the corresponding policies on the IRB website at <http://www.uthsc.edu/research/compliance/irb/researchers/standard-operating-procedures.php> .

**There are 2 Different Processes for using an IRB Authorization Agreement:**

**If the UTHSC IRB will be the IRB of record** (with another IRB relying on our review of the study-- this is usually the case if the majority of the research is going to occur at UTHSC or at a UTHSC-affiliated site):

1. Please contact Cameron Barclay or Kimberly Prachniak at 448-4824 in order to determine whether your study meets the criteria for the use of an IAA.
2. Download a copy of the IAA template from the UTHSC IRB website. Complete it as follows:
* UTHSC would be the **Reviewing Institution**, and our FWA # is 00002301.
* The other institution relying on UTHSC’s IRB review is called the **Relying** **Institution**.
* Check and complete the 2nd option: “This agreement is limited to the following specific protocol(s)…”
* Obtain the **Relying** **Institution’s** Signature of Signatory Official or Designee (that institution’s IRB will probably need to assist you with this).
1. Email a copy of the completed agreement to your IRB analyst, or to Cameron Barclay (cbarclay@uthsc.edu) or Kimberly Prachniak (kprachni@uthsc.edu), and we will ensure that the Signatory Official or Designee for UTHSC signs the agreement.
2. Begin a new study application in iMedRIS (the UTHSC IRB electronic research application system), and in Section (418) select: *I am requesting initial approval for research*. At the end of your application, be sure to attach the appropriate study documents for IRB review and approval.
3. To include a collaborating investigator from the institution that is not affiliated with UTHSC on the UTHSC IRB application in iMedRIS (our electronic research application system), the collaborating investigator must have a UT Net ID and password. To request a UT Net ID and password for the collaborating investigator, follow the instructions outlined on the UTHSC IRB website for obtaining a UT Net ID at <http://www.uthsc.edu/research/compliance/irb/researchers/getting-started.php> .
4. Collaborating investigators must provide a copy of completion for the online CITI course or NIH course; this should be included with the application. The study cannot be approved by the IRB until all investigators have completed this human subjects protection training.
5. Collaborating investigators must also provide a copy of their current Curriculum Vitae (CV) or resume. This should be included with the study application.
6. The collaborating investigators must electronically sign off on the new study application verifying that they are participating in the study.
7. Upon receipt of your study application and attached documents, the UTHSC IRB will complete a review of your application, and an outcome letter will be issued to you via iMedRIS.
8. If you have already submitted the study in iMedRIS by the time that the IAA is signed by UTHSC, your IRB analyst will upload a copy of the signed IAA into your study’s Other Project Documents folder in iMedRIS for you.

**If the UTHSC IRB will NOT be the IRB of record** (we will rely on another IRB for the review of the study-- this is usually the case if the majority of the research is NOT going to occur at UTHSC or at a UTHSC-affiliated site):

1. Please contact Cameron Barclay or Kimberly Prachniak at 448-4824 in order to determine whether your study meets the criteria for the use of an IAA.
2. Download a copy of the IAA template from the UTHSC IRB website. Complete it as follows:
* UTHSC would be the **Relying Institution**, and our FWA # is 00002301.
* The **Reviewing Institution** is the other institution where the majority of the research is going to occur and where the IRB review will occur.
* Check and complete the 2nd option: “This agreement is limited to the following specific protocol(s)…”
* Obtain the **Reviewing Institution’s** Signature of Signatory Official or Designee (that institution’s IRB will probably need to assist you with this).
1. Email a copy of the completed agreement to your IRB analyst, or to Cameron Barclay (cbarclay@uthsc.edu) or Kimberly Prachniak (kprachni@uthsc.edu), and we will ensure that the Signatory Official or Designee for UTHSC signs the agreement.
2. Begin a new study application in iMedRIS (the UTHSC IRB electronic research application system), and in Section (418) select: *I am submitting my research in accord with an IRB Authorization Agreement*. At the end of your application, be sure to attach the appropriate study documents, e.g., the initial approval letter from the primary IRB, the most recent continuing review approval letter, the IRB-approved protocol/application, the IRB-stamped-approved consent form(s), any IRB-approved surveys, etc.
3. Upon receipt of your study application and attached documents, the UTHSC IRB will complete an administrative review, and an outcome letter will be issued via iMedRIS.
4. If you have already submitted the study in iMedRIS by the time that the IAA is signed by UTHSC, your IRB analyst will upload a copy of the signed IAA into your study’s Other Project Documents folder in iMedRIS for you.